Grade Appeal Flow Chart

Inform the professor and complete and submit the Grade Appeal form to the professor and to the relevant Program Chairperson within 14 calendar days of grade being posted by the Registrar. If the professor is the Program Chair, the Form should be also submitted to the Dean of the relevant School.

Issue is not resolved.

Issue is resolved.

The Grade Appeal Tracking Report will be sent to the relevant Program Chairperson and meet with the parties within 3 calendar days. If Program Chair is the professor who assigned the grade, the Dean of the relevant School will take the role of the Chair in the process. If there is no resolution at this point for the grade appeal, the Program Chair will notify the appropriate Dean within 24 hours.

Issue is not resolved.

Issue is resolved.

The Program Chair will send the Grade Appeal Tracking Report to the Dean of the School within 24 hours. The Dean will meet with both parties within 7 calendar days of receiving the Grade Appeal Tracking Report. If the matter remains unresolved after the Dean's intervention, the Dean will send the Grade Appeal Tracking Report to the Chairperson of the Academic Life Committee within 7 calendar days.

The Chairperson of the Academic Life Committee will notify both parties (faculty and student) in writing that the grievance has been received. Each party will be allowed to select one faculty member and one student member to serve on the Academic Review Board (ARB). The third faculty member will be a member of the Academic Life Committee designated by the Academic Life Committee Chairperson and will serve as the Chairperson of the ARB. If either party fails to select members to serve on the ARB, the Chairperson of the ARB will select the members.

The Chairperson of the Academic Life Committee shall consult with those involved to determine hearing dates of the ARB. After the hearing in front of the ARB, a recommendation must be sent to the Chairperson of the Academic Life Committee within 30 calendar days from the date that she/he was informed of the grievance. The proposed resolution will then be forwarded within 7 calendar days to the Vice President of Academic Affairs (VPAA).

The VPAA accepts or rejects the Academic Review Board's recommendation and notifies the parties in writing within 7 calendar days. The VPAA's decision is final. She/he has the final authority in the grade appeal process.